

**Community Preservation Committee  
Meeting Minutes  
October 27, 2016**

7:30 pm

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In attendance were:     Andrew Bengtson  
                                 Clarissa Rowe  
                                 Charles Tirone  
                                 Leslie Mayer  
                                 Mike Cayer  
                                 Richard Murray  
                                 David Levy (arrived at 7:40pm)

Not in attendance:     JoAnn Robinson  
                                 Eric Helmuth

Also in attendance:     Jim Feeney, Assistant Town Manager  
                                 Amy Fidalgo, CPAC Administrator

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**Meeting Opened:** Clarissa Rowe called the meeting to order at 7:30 pm. The Committee reviewed and approved the invoice submitted by Chester Engineers for the Spy Pond Erosion Project, Phase I. The Conservation Commission has reviewed this invoice and approved it for payment as well. The meeting minutes of October 18, 2016 will be amended and further discussed at the next meeting.

**Vision 2020 Survey Questions:** Andrew Bengtson explained to the Committee that Vision 2020 has invited the Community Preservation Committee to include three to five questions for their annual survey. There will also be a brief description about the Community Preservation Committee that would frame why the questions are being asked and explain the current projects being funded by CPA. Clarissa Rowe recommended including a pie chart of how the funding was distributed in year 1, and a chart showing where the funds have been requested based on the year 2 applications. The Committee reviewed the draft questions, and made recommendations.

**Status update on Legal Agreements for Special Town Meeting approved projects:** Jim Feeney stated Town Counsel will be providing legal agreements for the Old Schwamb Mill and the Jason Russell House. Clarissa Rowe added that there is a preservation restriction and an agreement for each project. The Committee discussed the comments brought up at Special Town Meeting regarding these warrant articles.

**CPA Preliminary Application Discussion:**

- a. Cemetery Commission: Richard Murray, Andrew Bengtson and Clarissa Rowe have not yet met with the Cemetery Commission. An update will be provided at the next meeting.

- b.** Conservation Commission: Chuck Tirone spoke with Cathy Garnett about the Committee's recommendations. Cathy Garnett will work with Chester Engineering to get a report together to submit with their final application before December 9, 2016. The Conservation Commission will have 2 more public hearings and a working group meeting prior to the deadline. Leslie Mayer suggested that the Conservation Commission attend an upcoming Park and Recreation Commission meeting to discuss the project.
- c.** Friends of Menotomy Rocks Parks: Chuck Tirone spoke with Ellen Reed about her application. Ellen Reed will be speaking to Jane Howard about possibly working with Vision 2020 for water bodies funding. The Committee reviewed the additional documents provided by Ellen Reed. The Committee agreed a Town representative needs to be involved with this application. Leslie Mayer stated a major project was completed 20 years ago at this property, and work was done again around 2007-2008, which included repairs to the aeration system. There were conditions issued when the work was completed eight years ago, but they were not adhered to. The Town has not kept up with the maintenance of this and other outdoor assets, which is why this application is being submitted for CPA funding. Leslie Mayer stated that DPW was going to make electrical repairs in 2013, but they were not completed. The Committee discussed their concerns with investing in open space and recreation projects. Clarissa Rowe stated that the Town needs to make a plan for how this and other Town-owned assets will be maintained as the Committee considers funding these projects. Jim Feeney said he would look into who needs to be involved in this process. The Committee agreed that they will have to make it clear to applicants that CPA funds cannot be used to offset maintenance and operating costs associated with managing these assets. Clarissa Rowe stated that there needs to be a commitment on the Town's part to invest in the maintenance of outdoor assets. CPA funds should not be put into projects only to have a location temporarily fixed, but not maintained in the long run.
- d.** Friends of Robbins Town Gardens: No meeting has been scheduled yet to discuss the Committee recommendations. An update will be provided at the next meeting.
- e.** Historic Recourses Working Group: Jim Feeney said that he and JoAnn Robinson met with Planning staff to recommend how their application should be expanded and made more specific.
- f.** Housing Corporation of Arlington (HCA): David Levy spoke with Pam Hallett about her applications for 20 Westminster and Downing Square and the Committee's recommendations. Pam Hallett wants a full commitment for the projects from the Committee. David Levy explained the funding application process HCA would go through before knowing their funding amounts from other sources.
- g.** Mystic River Watershed Association (MyRWA): Leslie Mayer notified MyRWA of the Committee's recommendation. MyRWA has already been in contact with Andy West and Ann LeRoyer about their project.
- h.** Park and Recreation: Leslie Mayer updated the Committee on the additional information that will be included in their final application, which includes further information regarding an ecological assessment.

- i. Planning and Community Development: Mike Cayer said that he talked with Jenny Raitt briefly about her application for Whittemore Park. The Committee agreed that the historical designation needs to be clarified. Clarissa Rowe will follow up with Jenny Raitt.

**Other Business:** Clarissa Rowe suggested that the Committee use administrative funds to have signs made that signify a project was funded by CPA. Andrew Bengtson will work on a sign design.

**Adjournment:** Mike Cayer moved to adjourn at 8:50pm. Richard Murray seconded. All voted in favor.